

HVAC PERMIT INFORMATION

International Mechanical Code, 2003 Edition

- A. New buildings shall have the building permit approved before the issuance of any trade permits.
- B. For replacement and/or new lease spaces, a plan showing the permitted work shall be provided to obtain the permit.
- C. All air conditioning/heating contractors must be licensed by the State of Texas and registered annually with the City of Huntsville.
- D. When permitting, the contractor must bring a copy of their State license and a copy of their current insurance meeting the State requirements, unless the contractor is already registered with the City.
- E. The City of Huntsville has adopted the International Mechanical Code, 2003 Edition for commercial applications and the International Residential Building Code, 2003 Edition for residential applications. Copies are available for review between 8:00 a.m. and 5:00 p.m., Monday through Friday at the permit office.
- F. Permit fees – see Schedule of Fees and Charges
- G. Permits may be obtained in person between the hours of 8:00 a.m. and 4:30 p.m. Registered contractors can obtain permits by faxing the trade permit application to 936-294-5701 or by telephone request to 936-294-5717. Payment by credit card is required when permitting by phone or fax.

Note: Specific technical questions in regard to any project shall be addressed to the Chief Building Official at (936)294-5772 or by email to mroempke@huntsvilletx.gov.

CITY OF HUNTSVILLE TRADE PERMIT APPLICATION

Date : _____

Company Name: _____ Applicant Name: _____

PROJECT INFORMATION

Proposed Use: _____ Residential: _____ Commercial: _____

Has a building Permit been issued? No _____ Yes _____ Permit # _____

Project Address: _____

Owner's Name: _____

Description of work: _____

(Check If Applicable)

New Building Construction _____ Repairs only: _____

Addition to an Existing Building _____ Interior Remodel of an Existing Building _____

Change of Occupancy to an Existing Building _____ Other: _____

TYPE OF PERMIT REQUIRED

ELECTRICAL	FIRE SPRINKLES	PLUMBING/MECHANICAL	MECHANICAL	PLUMBING
Rough In: _____ # of circuits _____ Final Inspection Service Equipment: _____ Amps How Many? _____ Motor Generation: _____ HP How Many? _____ Miscellaneous: _____ Electric Range _____ T-Pole _____ Repairs and Alterations _____ Electric Dryer _____ Air Conditioner _____ Mobile Home Connection _____ A/C Disconnect Sign: _____ # of circuits for signs/outdoor lighting Not included in above circuits	_____ # Heads	_____ # Heads _____ Backflow Devices	_____ Valuation of project	_____ # of Bathtubs/showers _____ Clothes Washer _____ Dishwashing Machine _____ Drinking Fountain _____ Floor Sink or Drain _____ # of Gas Outlets _____ Gas Test Only _____ Grease Trap _____ Kitchen Sink/Disposal _____ Lavatory (Wash Basin) _____ Mobile Home No Gas _____ Mobile Home with Gas _____ Sewer _____ Slop Sink _____ Urinal _____ # Vacuum Breaker/Backflow Device _____ Water Closet (Toilets) _____ Water Heater _____ Water Piping/Repairs

X _____ Signature of Contractor or Authorized Agent

City of Huntsville**Schedule of Fees and Charges**

Fiscal Year 2009-2010

Mechanical Permits

Fee for issuing each permit	\$10
Heating, Ventilating Duct, Air Conditioner, Refrigeration	\$10 for first \$1,000 valuation + \$2 per each additional \$1,000
Repairs, Alterations, Additions to an Existing System	
Over \$500 valuation	\$5 + \$2 per each \$1,000 valuation
Temporary Operation Inspection Fee	\$5

Ordinance**Contractor Registration Fees**

Builder Residential	\$60
Master Electrician	\$60
Residential Wireman Electrician	\$10
Journeyman Electrician	\$12
Electrical Sign Manufacturer	\$48
Sign Contractor	\$50
HVAC	\$60
Irrigator	\$60
Electrical Contactor	No Charge
Master Plumber	\$60
Journeyman Plumber	\$12

Ordinance**State****State**

Sec. 12-23. Amendments to International Mechanical Code.

The International Mechanical Code is amended as follows:

- (1) *Section 101.2.1.1.* Add section 101.2.1.1 which shall read:

The following appendices are intended for enforcement and are made a part of this code and the city's adopting ordinance for all intents and purposes:

Appendix A --Combustion Air Openings and Chimney Connector Pass-Throughs;

Appendix B --Schedule of permit fees.

- (2) *Section 103.* Delete section 103.
(3) *Section 108.3.* Delete section 108.3.
(4) *Section 108.4.* Delete section 108.4.
(5) *Section 109.* Amend section 109, Appeals, to read:

109. General. Delete 109.1 through 109.7

Any person aggrieved by a decision of the building official may appeal in writing to the board of adjustments and appeals as provided by the International Building Code.

- (6) *Section 202.* Amend section 202, Definitions, to change or add the following definitions:

Code Official: The city's building official.

- (7) Persons performing air conditioning and refrigeration work must be licensed by and in accordance with the state department of licensing and regulation and shall register annually with the city, see "Schedule of Fees."

(Code 1961, § 9.02.06; Ord. No. 97-35, 11-25-1997; Ord. No. 2002-08, 3-5-2002; Ord. No. 2005-21, 9-20-2005; Ord. No. 2006-02, 1-3-2006; Ord. No. 2007-02, § 3, 2-6-2007)

Attention Mechanical Contractors

As required in the referenced sections of the 2003 International Energy Conservation Code, the following items must be addressed:

503.331 Piping Insulation – (residential)

Low side refrigerant lines require ½" insulation on pipes 1" or smaller.

803.3.7 Piping Insulation – (not one or two family dwelling)

Low side refrigerant lines require 1" insulation on pipes 1 ½" or smaller.

503.3.3.3 Duct and Plenum Insulation – (residential)

Ducts and plenums in unconditioned attics shall be R-8 on the supply side and R-4 on the return side.

102.4 Insulation Installation

Duct distribution system insulation shall be installed in a manner that permits inspection of the manufacturer's R-value identification mark.

102.5.3 Duct distribution system insulation

The R-value mark shall be on flex duct at 10' intervals or less. Flex duct with no markings from the manufacturer is non-compliant material.

As required in the referenced section of the 2003 International Residential Code, the following item must be addressed:

R303.3 Bathrooms

Exhaust from bathrooms and toilet rooms must be directed directly to the outside of the structure. Termination inside the soffit or below a soffit vent does not comply with this requirement.

The above referenced items will be enforced per the adopted code on any installation permitted after February 1st, 2008.

Please don't forget:

Replacement package units, furnaces, chillers or any other permitted replacement equipment must have the required inspections requested immediately upon completion.

With respect,



Jeff Cross
Building Inspector
Central Inspections
City of Huntsville